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So you have a SPACE problem . . .

Or do you? Perhaps instead you have a records problem. Here's an Agency office that did.

Thirty-one cabinets were poorly arranged because their weight had to be distributed along main floor beams. The aisle was narrow and there was little work space for persons using the files.

BUT SEE WHAT WAS MADE POSSIBLE BY ELIMINATING THE NEED FOR JUST FIVE CABINETS.

The remaining 26 cabinets were realigned along the walls for quicker reference. A wider aisle increased efficiency. Work space and tables were provided for researchers.

You too can gain more space, perhaps relieve a floor loading problem, or simply keep your present volume of records in bounds.

Here are several ways to do this . . .

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DO YOU USE THE RIGHT TYPES OF FILE FOLDERS AND GUIDES? IF NOT YOUR FILES MAY LOOK LIKE . . .

This . . .

Rather than this

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It's a fact — you can gain up to 30% more filing space by following these tips. . .

- Use heavy duty pressboard folders only if lighter-weight kraft ones would have to be replaced during the active life of the files. A heavy duty folder requires over three times as much space as a kraft folder and costs 23¢ more.
- Use file fasteners mainly for case or project files. Use loose filing whenever you can. It requires less space and up to 50% less time.

Without question, fasteners and heavy duty folders eat up filing space. The chart on the right shows what can happen in a typical file.

WHAT HAPPENS WHEN YOU USE FASTENERS AND HEAVY DUTY PRESSBOARD FOLDERS

(Assuming each folder holds about ⅓" of material)

	NO. OF DRAWERS REQUIRED
300 lighter-weight folders, no fasteners	4
300 lighter-weight folders, one fastener	4⅓
300 pressboard folders, no fasteners	4¾
300 pressboard folders, one fastener	$5^{9}/_{10}$
300 pressboard folders, two fasteners	7

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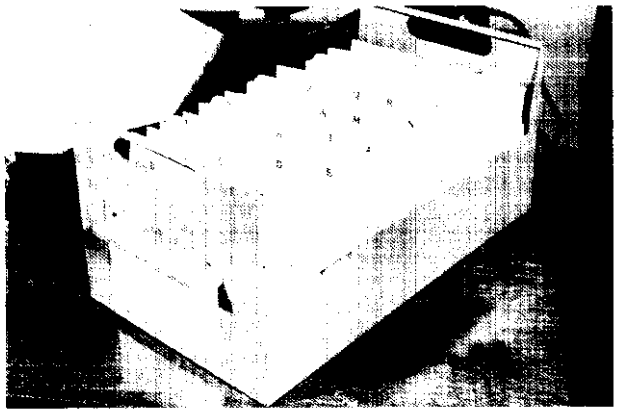
Are you using the right types of card filing equipment? For instance, a 1,200 card visible index safe cabinet takes up about six sq. ft. of floor space and costs about $440. In comparison, the tray shown below holds the same number of cards, can be stored in a file drawer, and costs only about $5.00. Building Supply Rooms have these trays for different card sizes.



This comparison does not infer that visible card files should not be used. On the contrary, visible filing systems, with their many advantages for posting, signaling, and rapid reference, do have a definite place in today's modern offices. The point is simply this — the need for a visible system should be carefully weighed against the additional costs for equipment and space.

The demand for greater efficiency, and increasing curbs on space, have brought forth many improvements in card filing equipment. In particular, units are more compact to bring more records within reach of the clerk and to reduce the outlay for space and equipment. One of these units may be the answer to your problem.

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Have you considered installing a vaulted area? The construction and conversion expenses can be recouped many times over through savings in safe-cabinet costs and floor space.

For example, the five drawer non-safe cabinets that can be used in a vault provide 25% more storage space than four drawer safes, are about 550 pounds lighter, and cost about $290 less.

Open shelf filing similar to that shown on the right is also particularly appropriate to vaulted areas. It is especially advantageous where records are referred to frequently. Shelf file equipment is less expensive than conventional filing cabinets and usually requires about 20% less space.

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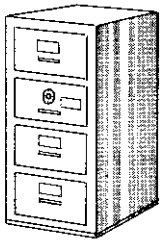
Do you periodically transfer non-current records to the Records Center? It will pay you to do so. The Center can keep them at 1/30 the cost of storing them in expensive safe cabinets — and release needed office space.

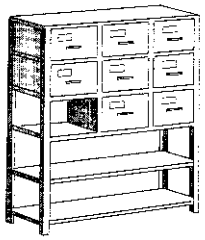
Your records at the Center will be available to you at any time. Reference service within 24 hours is routine. In an emergency you can get a file within two hours after requesting it.

EQUIPMENT AND SPACE COSTS TO STORE 4 DRAWERS (8 CU. FT.) OF RECORDS



SAFE CABINET
$382.00

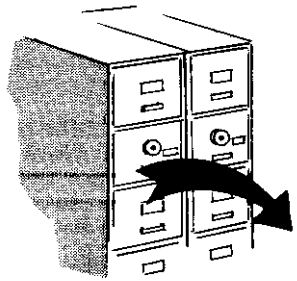
RECORDS CENTER
$10.64



Before filing record material, do you pull off and destroy nonessential papers such as routing slips, transmittal memos, courtesy copies, and copies of superseded drafts?

Do you periodically cut off your files, say at the end of a calendar or fiscal year? You should, otherwise they'll keep growing year after year, making reference to your *current* files much more difficult and increasing the volume of *noncurrent* material that should be transferred to the Records Center or destroyed.

Do you periodically review your files for "dead wood" such as. . .



- Obsolete or superseded reference material and working papers. . .
- Old chrono files . . .

- Files on discontinued functions . . .
- Totally inactive records authorized for destruction?

LOOK UP THE RECORDS CONTROL SCHEDULE FOR YOUR OFFICE. IT'S YOUR HOUSECLEANING AUTHORIZATION. IF YOUR OFFICE HASN'T AN APPROVED SCHEDULE, SEEK THE ADVICE OF YOUR RECORDS OFFICER.

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In looking for ways to gain more space don't overlook those file drawers used for storing miscellaneous material. Those catchalls can be great space wasters.

For instance, some of the people in your office may still store their work papers overnight in regular desk trays. If so they're using about five times as much room as they should.

The photographs on the right show how much space can be gained when Agency overnight storage boxes are used instead of regular trays. These storage boxes also prevent contents from spilling and papers from getting lost behind file drawers.

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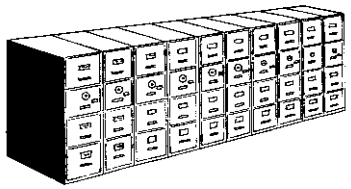
BOOKS, PERIODICALS, BLANK FORMS, OFFICE SUPPLIES, AND OTHER MISCELLANY ALSO ROB YOU OF VALUABLE FILE SPACE. HERE ARE SOME TIPS TO HELP PREVENT THIS . . .

- Centralize reference books and publications at the division or branch level. If they are unclassified, store them on book shelves.
- Return books, periodicals, and other documents to the libraries when they have served their purposes.
- Depend more on the reference service of Agency libraries instead of building up personal libraries that may never be used.
- Consolidate blank forms and office supplies at the division or branch level. Store these items in supply cabinets.
- Store personal belongings, Christmas decorations, coffee break paraphernalia, and other odds and ends in desks or supply cabinets.

KEEP IN MIND THAT FOR EVERY TEN SAFE CABINETS IN YOUR OFFICE YOU LOSE THE AVERAGE SPACE FOR ONE EMPLOYEE

THIS . . .



COULD MEAN THIS . . .

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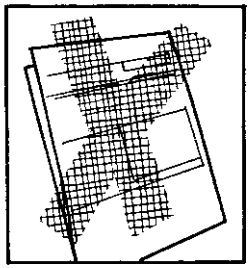
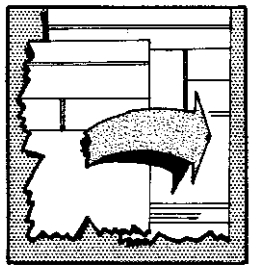
Up to this point we've been talking mostly about what's in your files now. But what about tomorrow? Most of today's paperwork will become tomorrow's records. Surely then, it will pay you to look into the main sources of today's paperwork.

Consider the forms you're using. If they weren't designed and printed according to Agency forms standards they're probably taking up 20% to 40% more file space than necessary. When did you last review your forms for possible . . .

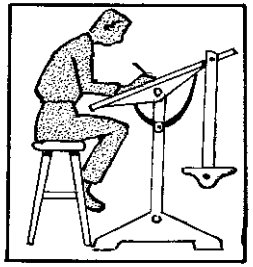
ELIMINATION and PREVENTION of unnecessary forms, copies of forms, items on forms



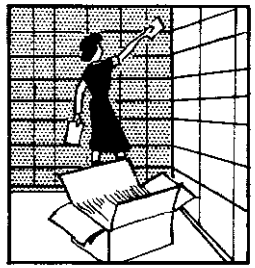
CONSOLIDATION of forms



PROPER design and size of forms



PROPER reproduction, stocking and distribution of forms



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HOW ABOUT THE ADMINISTRATIVE REPORTS YOU EITHER REQUIRE OR PREPARE? HAVE YOU STUDIED THEM LATELY FOR . . .

- DUPLICATE or other NONESSENTIAL reporting.
- REPORTING FREQUENCY . . . Is it consistent with the frequency with which the information is used?
- DUE DATES . . . Do they avoid conventional peakloads and allow sufficient time for adequate preparation — without overtime?
- FORMAT . . . Is it the most efficient? Does it provide for transmitting the report without covering correspondence?
- DISTRIBUTION OF COPIES . . . Can you reduce the number of respondents . . . recipients?

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WHAT ABOUT YOUR CORRESPONDENCE? ARE THESE "UNNECESSARIES" COMMON IN YOUR OFFICE?

- UNNECESSARY CORRESPONDENCE . . . Use alternatives such as . . .

  Phone calls and personal contacts.

  Routing and Record sheets and transmittal slips.

  Concurrences and approvals on original documents.

- UNNECESSARY COPIES . . . State your needs specifically. Limit courtesy copies to essential needs. Count your copies; make your copies count!

- UNNECESSARY WORDS . . . Use a concise effective writing style. Spendthrifts in words waste file space. Apply the Four S Formula — Shortness, Simplicity, Sincerity, and Strength. Refer to the handbook *Plain Letters*. You can get a copy from the Records Management Staff.

- UNNECESSARY REWRITES . . . Prevent them. Invariably a copy of each draft will be filed. Take some of the "rough" out of your rough drafts.

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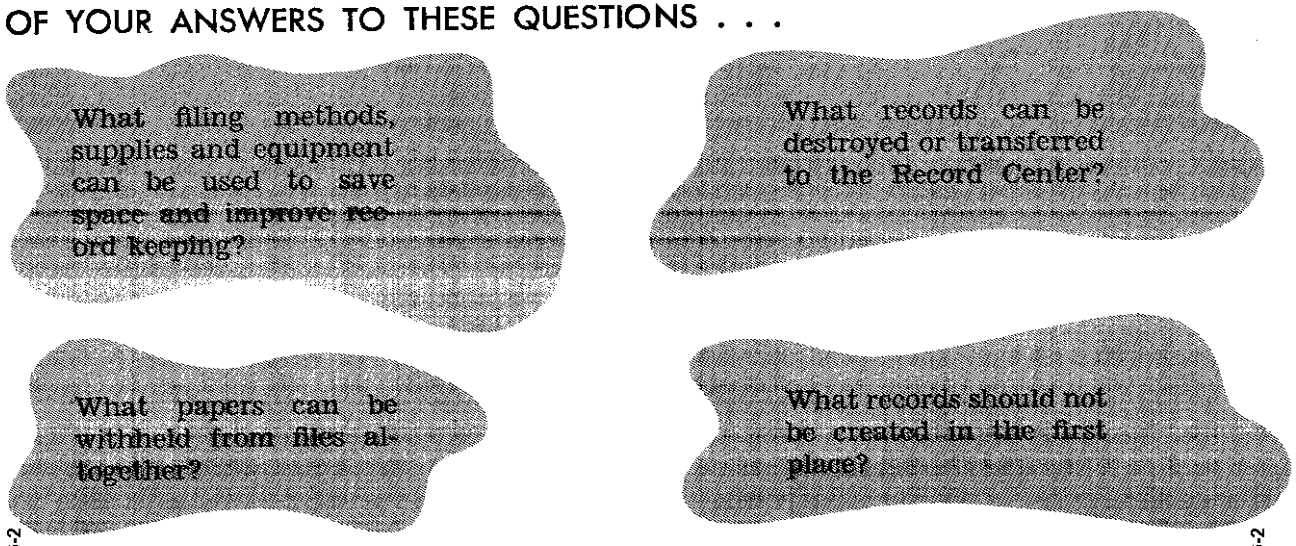
SO YOU HAVE A SPACE PROBLEM! WHY NOT CONSIDER IT NOW IN THE LIGHT OF YOUR ANSWERS TO THESE QUESTIONS . . .


What filing methods, supplies and equipment can be used to save space and improve record keeping?
What records can be destroyed or transferred to the Record Center?
What papers can be withheld from files altogether?
What records should not be created in the first place?

The Records Management Staff, working with your Records Officer, will be glad to help you find the answers. Why not get in touch with your Records Officer soon.

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Published by the Management Staff in the interest of relieving today's space problem and providing standards for better utilization of space in the new building

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